

Minutes of the regular meeting of the Cowichan Lake Recreation Commission held Thursday, September 20, 2012 in the Cowichan Lake Sports Arena Multipurpose Room, Lake Cowichan, BC.

PRESENT: Members: D. Darling (Chair); R. Forrest (Mayor, Town of Lake Cowichan); B. Peters; J. Rowley I. Morrison (Area F Director); E. Fearon; L. Johnson; R. Wise; P. Weaver (Area I Director)

ABSENT: R. Piechnik – Recording Secretary.

ALSO PRESENT: J. Wakeham, Division Manager, Facility Fleet and Transit - CVRD; R. Austen, General Manager, Parks, Recreation and Culture - CVRD; L. Blatchford, (Manager, Cowichan Lake Recreation and acting recording secretary); R. Frost, (West Cowichan Facility Coordinator)

Welcome and Introductions.

ADOPTION OF AGENDA

Meeting called to order at 7:03 p.m.

It was moved and seconded:

That the agenda be approved as amended with the addition of BA2 – hiring policy; NB1- arena road sign accident and NB2 – licensing of arena dressing rooms and.

MOTION CARRIED

ADOPTION OF MINUTES

It was moved and seconded:

That the minutes of the Cowichan Lake Recreation Commission regular meeting of Thursday, August 16, 2012 be adopted as presented.

MOTION CARRIED

DELEGATION

None at this time.

BUSINESS ARISING FROM THE MINUTES

BA1- Paving. R. Frost updated the Commission on quotes for various options to correct the upper parking lot area where patrons of the facility step out of their car right into the garden. The options were to asphalt the whole area (\$12,200); asphalt just the triangles (\$4200); use paving stones for the whole area (\$9200); use paving stones just for the triangles (\$4600); concrete the triangle areas using CLR staff (\$2500). Pros and cons of each were discussed.

It was moved and seconded:

To have the facility employees use concrete to fill in the triangle areas at an approximate cost of \$2500.

MOTION CARRIED

BA2: Hiring Policy.

R. Wise requested an update on the answer to Mayor Forrest's question regarding hiring policies. L. Blatchford read aloud the email from Human Resources Manager J. VanHorne.

CORRESPONDENCE

None at this time.

REPORTS

R1: Verbal Update CVRD Board: Director Morrison reported on the possibility and implications of Bear Mountain arena, Kerry Park arena and Cowichan Arena jointly hosting a Jr. A Hockey Tournament in 2013.

Director Weaver complimented Cowichan Lake Recreation staff and volunteers for the great day at the Youbou Regatta.

R2: West Cowichan Facility Coordinator - R. Frost reported verbally on the following items:

- **Garden maintenance:** high season maintenance estimate is 1 – 2 staff 1 – 2 days a week to keep up with it. Grounds budget will increase. Options will be looked into.

River Rock will be placed in the north area of the parking lot adjacent to the building for just under \$1000.

- **Energy Analyst:** the new energy analyst was visiting our facilities and is funded partially by BC Hydro. This will open more doors for rebates and possible grants and assist with compiling data on energy costs and savings as well as green house gas emissions.

R3: Cowichan Lake Recreation Manager - L. Blatchford verbally presented:

- **Mid Year Budget Status Report (copies of report handed out for Commission information)**

Discussion about bulk buying for items such as oil.

It was moved and seconded:

To accept the staff report as information.

MOTION CARRIED

- **Cowichan Lake Recreation 2013 Budget Discussion (copies of report handed out for Commission information)**

Discussion regarding Commission direction on level of service and any desired increases in 2013 requisition.

Direction given to staff to report back on whether or not 60% of costs are being recovered at this time.

Questions and discussion around use of Mesachie Lake Hall, Honeymoon Bay Hall and Youbou Hall and Bowling Alley.

Question regarding the status of being able to use social media were answered by staff.

It was moved and seconded:

That staff prepare a report including a costing to do a thorough analysis of all five facilities to be brought back to the budget meeting as a supplemental item.

MOTION DEFEATED

Direction was given to staff to provide general information regarding the number of uses, number of user groups and revenue generated through the use of the community halls and bowling alley and to provide updated information regarding the amount being paid currently by taxpayers on \$100,000 of assessed value.

It was moved and seconded:

That staff prepare the 2013 budget with no more than a 2.5% increase in requisition reducing the level of service if necessary.

MOTION CARRIED

NEW BUSINESS

NB1: Arena Sign Board Accident: staff updated the Commission on the accident whereby the Cold Start Freight Systems delivery truck hit the arena road sign.

NB2: Licensing of Arena Dressing Rooms: staff updated the Commission with the news that the Liquor Control and Licensing Branch have updated their Licensing Policy Manual to include the licensing of dressing rooms. An email sent to J. Elzinga, Division Manager of Island Savings Centre, was shared with the group. The general consensus was to wait to see how the Island Savings Centre made out with this project before moving forward with licensing the CLSA dressing rooms.

INFORMATION

No additional information at this time.

OLD BUSINESS

No old business.

QUESTION PERIOD

No additional questions at this time.

**NEXT MEETING
DATE**

Thursday, October 25 , 2012 - 7:00pm CLSA Meeting Room

**MEETING
ADJOURNED**

Meeting adjourned at 9:20 p.m.

Chairperson

Recording Secretary

Dated:_____